

Membership PLUS Backup/Restore

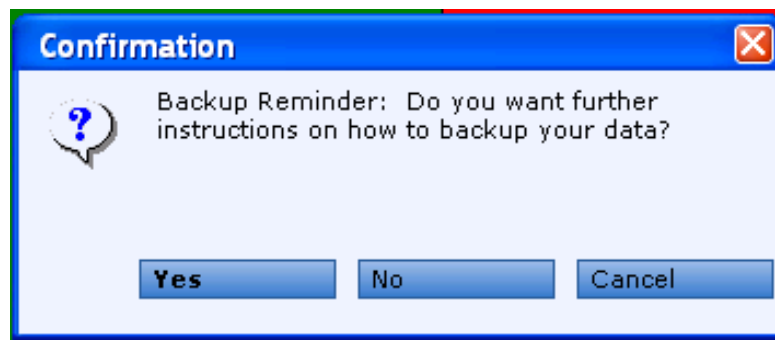
Backing up your files is the single most important thing you can do to protect them. The purpose of the backup process is to make it possible for you to restore information that has been lost as a result of corrupted files, a damaged computer, or accidental mistakes.

It's a good idea to keep a copy of your backup off the premises in case the computer itself gets stolen or if the office is damaged by fire or flood.

Performing a Membership Plus Backup

Backup Message

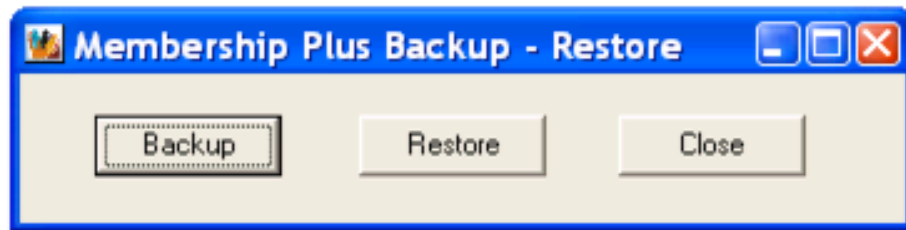
A backup reminder can be displayed each time you close the program. Use the General section of the Program Properties to turn on the backup reminder.



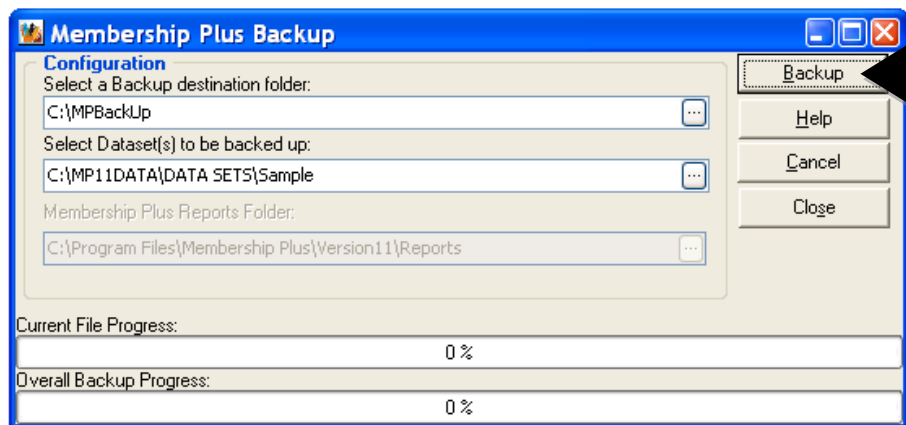
1. Close all MP programs, including MP Quick Viewer and Contributions @ Home.
2. Select the MP Backup icon from your desktop or from the MP program group.



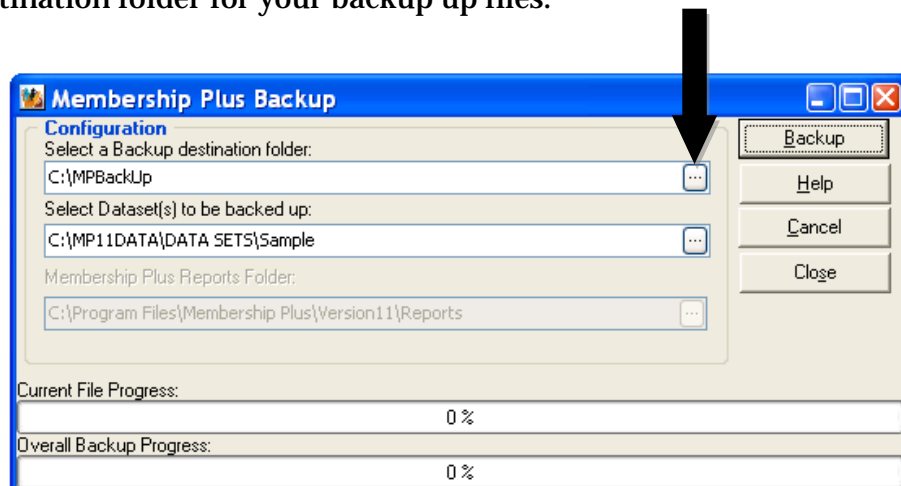
3. The MP Backup/Restore menu will open. Click on Backup.

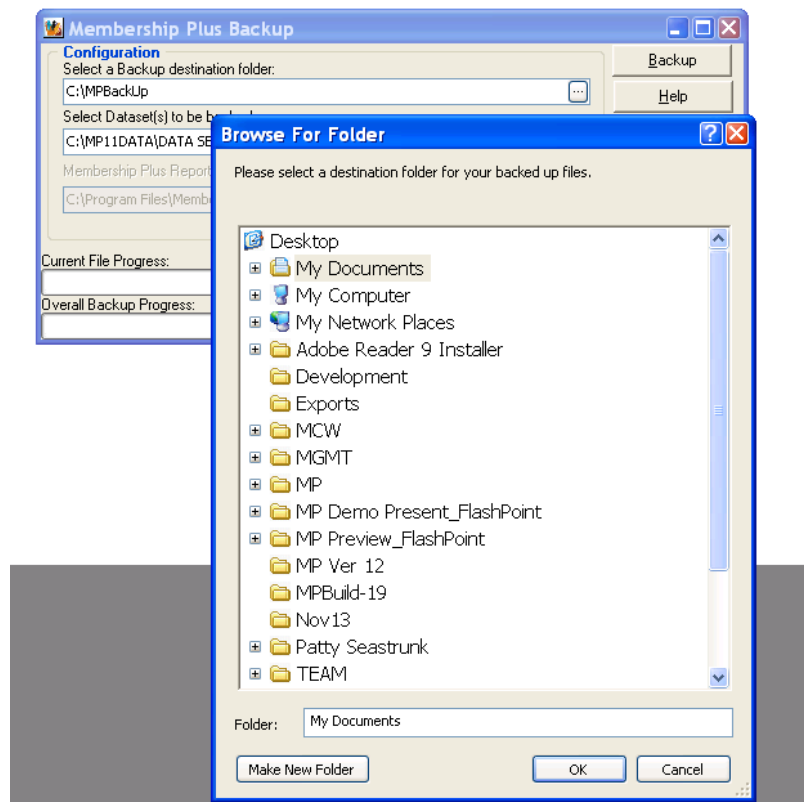


The MP Backup dialog window will open.

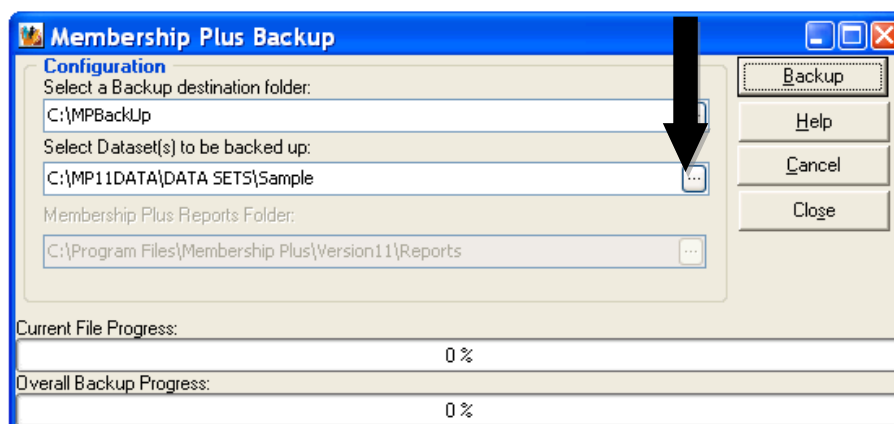


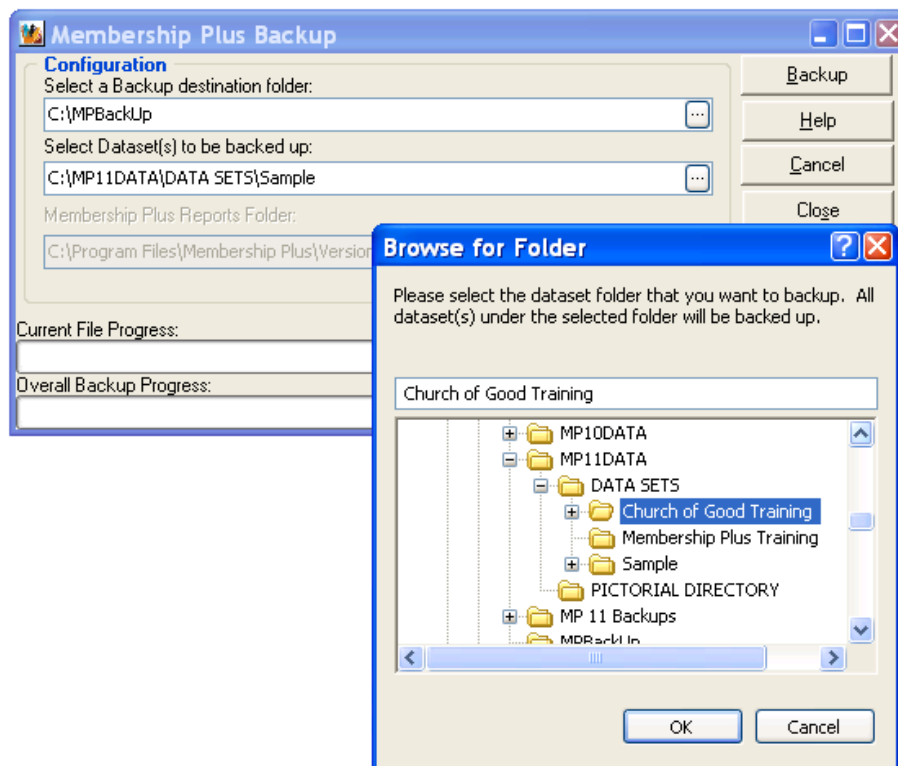
4. By default, backup files are saved in a folder titled MPBackup on the hard drive of your computer. You can change the location of the "Backup Destination Folder" by clicking on the ellipse button on the backup destination folder field. Browse to select a different destination folder for your backup up files.



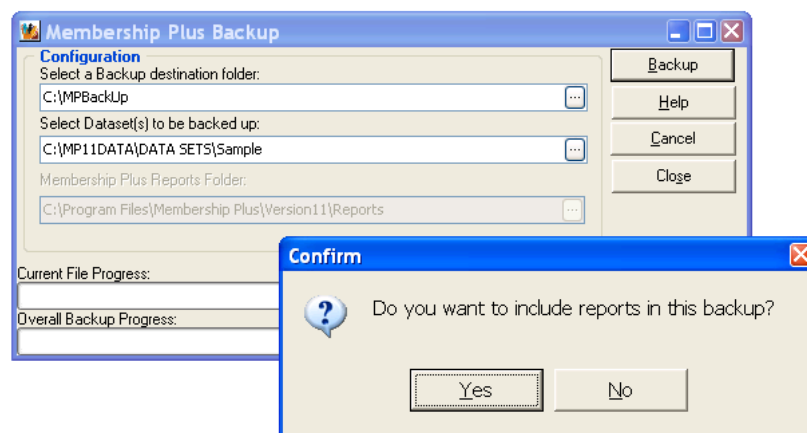


5. When the MP program is installed, the backup program is configured to backup all folders and subfolders that reside under the default Data Destination path, C:\MP11Data. If you have multiple datasets OR if your dataset is located in a different folder, click on the ellipse button on the select dataset field and browse to select the dataset to backup.



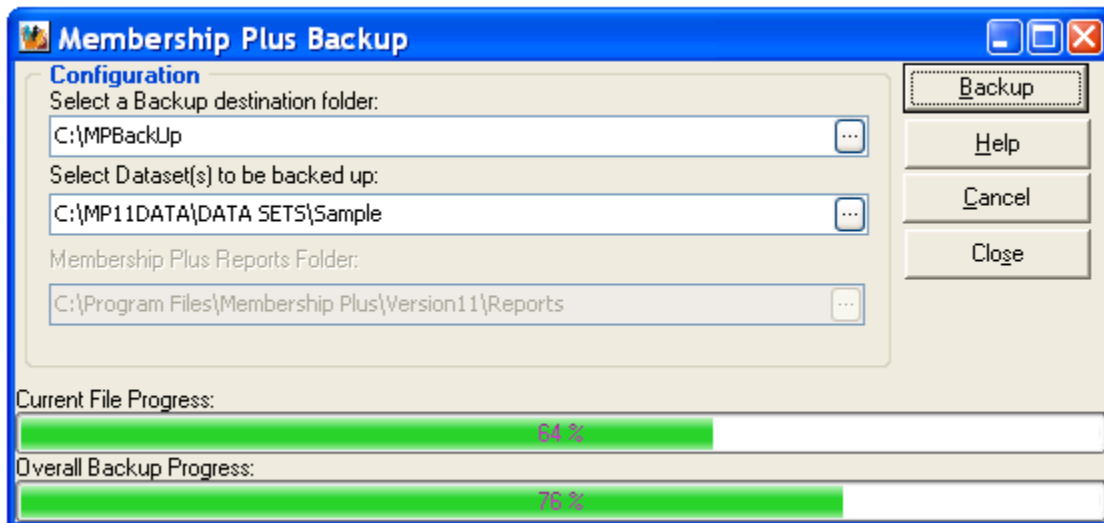


6. Selecting “yes” to include reports in the backup will backup all reports, custom and default, that reside in the selected dataset



7. Click Yes to confirm your configuration.

While the files are being backed up, the backup dialog box displays meter bars to indicate the file being added to the database and the percentage of completion.



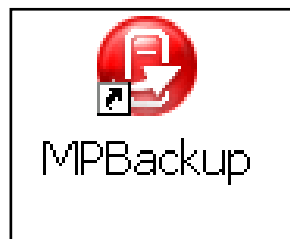
MP informs you when the backup is complete.

Each backup file is named "MPBackup" with a timestamp. Having the timestamp in the file name prevents overwriting a previously made backup.

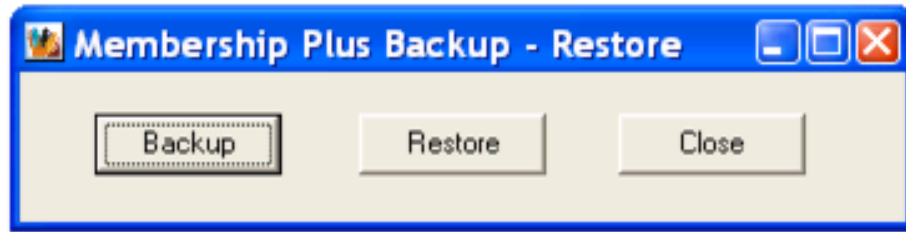
Restoring a Membership Plus Backup file

A MP backup file is a compressed file that cannot be used by the program except by restoring it.

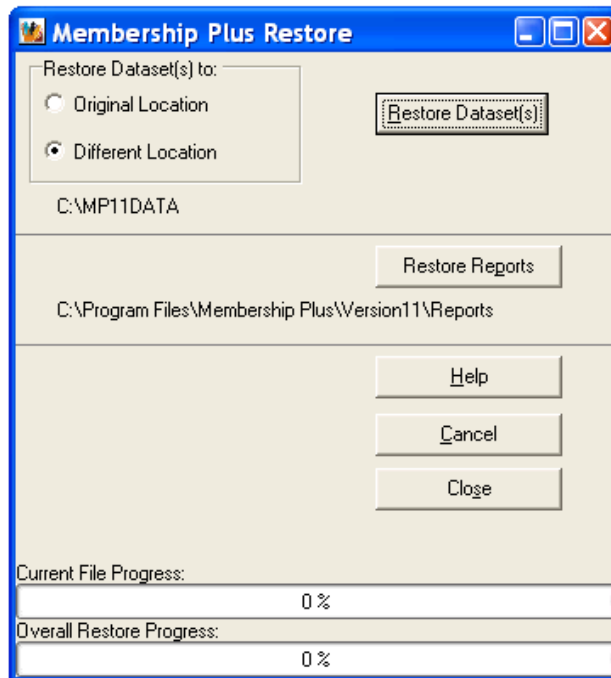
1. To restore your backup up data, close all MP programs including the MP Quick Viewer and Contributions @ Home.
2. Select the MP Backup icon from your desktop or from the MP program group.



3. The MP Backup/Restore menu will open. Click on Restore

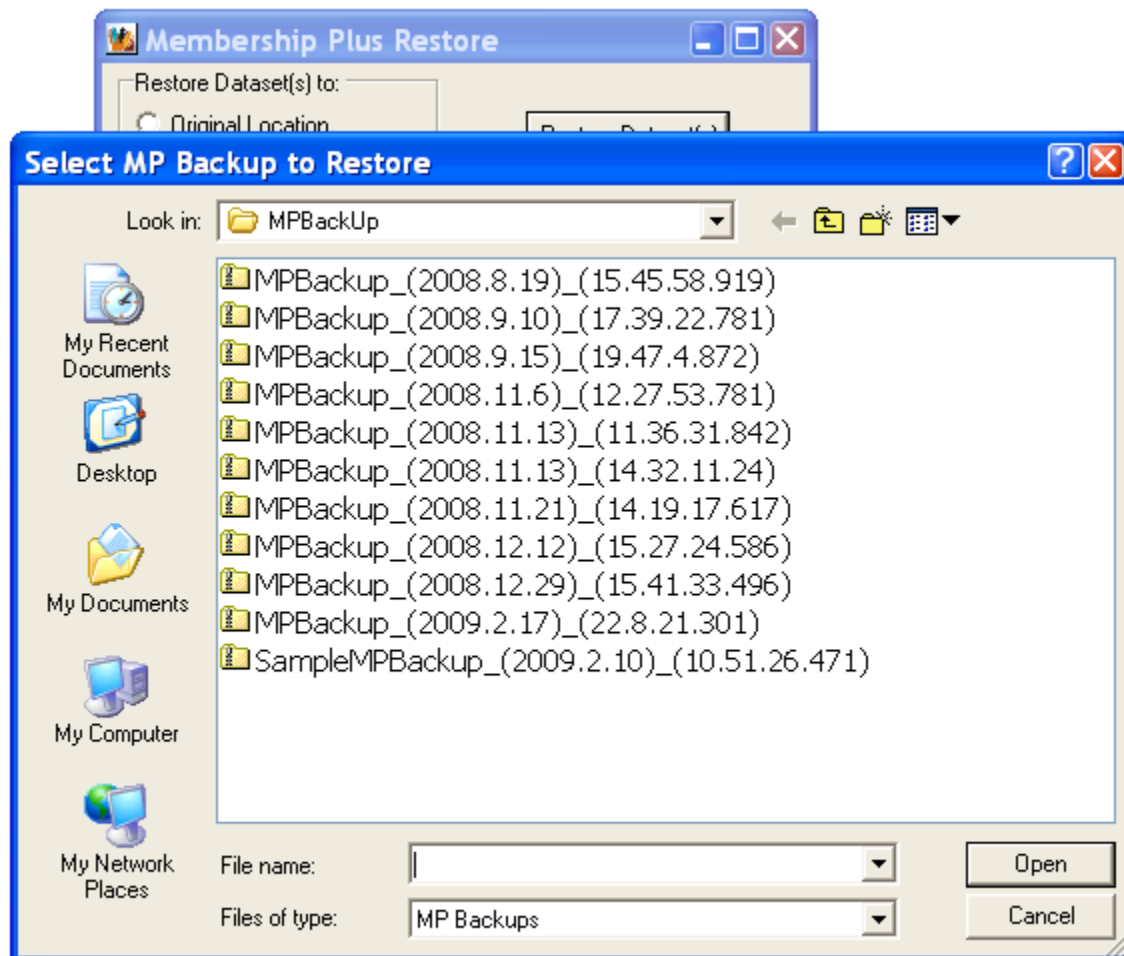


The MP Restore dialog window will open.



4. When the backup was made, the entire folder path was included - the same path will be restored.
 - a. Selecting to restore data to the original location may overwrite the current data if the dataset path has not been changed. This option should only be used if you are an experienced user.
 - b. Restoring data to a different location will keep your current files as they are.
5. When you have made your selection, click on Restore Dataset(s).

6. You will be prompted to select the folder to restore. The data will be restored to the selected folder, with all subfolders remaining the same.



Click Yes to confirm your configuration.

While the files are being restored, the restore dialog box displays meter bars to indicate the file being added to the database and the percentage of completion.

MP informs you when the restoration is complete.

Membership Plus Backup additional info

Maintaining current backups can help you avoid re-entering months of data if a problem is not noticed immediately.

Each time a backup is made, a file is created with the date and time stamp included in the name, providing separate copies of your data from different dates. Having multiple backup files available minimizes the risk of having to re-enter multiple days, weeks, or months of data.

To provide an additional layer of protection, periodically copy your backup files to an external drive and store them in a dry, safe place away from your computer.